

Professional and Managerial Branch
Culture Group
Museum Series

ART MUSEUM REGISTRAR

06/05 (AIS)

General Purpose

Under general supervision, organize and maintain orderly forms, legal documents, files and retrieval system associated with acquisitions, accessions, de-accessions, cataloguing, loans, packing, shipping, customs, inventory, insurance and storage. Perform preventative conservation and oversee shipping arrangements of museum collections.

Typical Duties

Maintain museum collection inventory and records. Involves: Catalog, file and retrieve legal and photographic documents and forms associated with accessions, deaccessions, loans, and exhibitions. Research artists, object and provenance for collection records. Complete forms and prepare condition reports, create files and process paperwork. Update collections inventory utilizing computerized database. Monitor condition of objects on view and in storage. Respond to inquiries and requests about the collection including rights and reproduction requests. Develop and implement registration guidelines and procedures.

Oversee shipping and receiving of art objects, exhibitions, and loans. Involves: Select art handlers and shippers. Prepare insurance reports and claims. Compile quotes for shipment. Monitor and participate in art handling, packing and unpacking loans, exhibitions and artifacts placing objects in view or storage. Check gallery and storage spaces for pests, proper temperature, humidity, light and other environmental conditions. Develop and train personnel in proper art handling techniques. Assist in logistics and installation of exhibits. Assist curator in circulating traveling exhibits.

Perform related professional duties contributing to the realization of City and department goals as required. Involves: Substitute, as qualified, for coworkers or supervisor during temporary absences by carrying out specifically delegated functions to maintain continuity of normal services, if assigned. Provide designated support for projects or activities overseen by supervisor. Engage in special projects and serve on ad hoc committees as required. Explain and demonstrate work performed to assist supervisor in orienting and training less knowledgeable employees. Attend meetings and represent the department.

Knowledge, Abilities and Skills

- Considerable knowledge of professional museum registration procedures.
- Good knowledge of art history.
- Good knowledge of computerized data base systems and word processing.
- Good knowledge of inventory procedures and museum facilities.
- Good knowledge of museum properties in safe handling, storage, shipping and preservation of art and artifacts methods and procedures.
- Some knowledge of utilization and maintenance of power and hand tools.
- Ability to establish and maintain effective working relationships with others.
- Ability to communicate clearly and concisely orally and in writing to prepare and present reports to management.
- Ability to interpret federal, state, and city laws, rules and regulations, related to transportation, preservation and display of artifacts, state and local labor and occupational safety and health rules and regulations.
- Skill in safe operation and care of personal computer or network workstation, and generic business productivity software.

Other Job Characteristics

- Occasional prolonged periods of standing, reaching, stepping on step stools/ladders, pushing and pulling shipping/packing crates and carrying art materials, supplies, artwork and artifacts weighing up to fifty (50) pounds preparing artwork for storage or shipping.
- Occasional exposure to disagreeable chemicals and fumes common to the handling, preservation, storage and shipping of artwork and carpentry utilized in creating exhibits and displays.

Minimum Qualifications

Training and Experience: Equivalent to an accredited Bachelor's degree in art history, museum studies, or a related field, plus two (2) years experience in museum collection inventory.

Licenses and Certificates: Valid Texas Class "C" driver's license or equivalent from another state.

Human Resources Director

Department Head

OFFICIAL